

STATEMENT OF WORKS

COMMON AREA JANITORIAL SERVICES

OVERVIEW

The United States Government (USG), Department of State (DOS), has a requirement of cleaning services in the following residential locations: Rosslyn Ridge, Shanzu, Fair Fields and R02 compounds.

The Contracting Officer (CO) shall appoint a Contracting Officer's Representative (COR): for the purpose of quality control, operational facilitation, contract monitoring, and evaluations.

OBJECTIVE

The requirements in this Statement of Works (SOW) serve as the direction on the cleaning locations, scope of cleaning, frequency, and other associated requirements. The Contractor shall perform all services in accordance with local and international safety and operational standards as generally applicable to accepted professional practices. The work shall be undertaken according to the given specifications. No variations/deviations will be implemented without prior approval from the CO. Any foreseeable elements likely to warrant cost adjustments must be formally authorized. Work carried without an instruction from CO shall not be reimbursed.

TIME FRAME

- Upon receipt of the order, the contractor shall be expected to submit work plan/work break down, resource allocation (tools, labor, materials, equipment...), work schedule, through the COR within 5 days.
- Shall commence work within 7 days and the work must be in accordance the agreed upon work plan.

APPLICABLE STANDARDS

1. Local Safety regulations: OSHA 2007 (safety compliance)
2. Nairobi city Council by laws (operational compliance)
3. NEMA by-laws (safe disposal of waste)
4. US safety regulations: US Army corps of Engineers

SPECIAL REQUIREMENTS

Access into the USG premises is at the discretion of the Regional Security office and therefore approval must be obtained by requests made through the COR. Identification numbers of each individual requesting access need to be provided and that ID should be carried by the individuals at all times where access is required.

All the products to be supplied in the facility must be approved by the embassy safety office and therefore, prior to introduction, the respective Material Safety Data Sheets (MSDS) should be submitted for approval before using any product.

SCOPE OF WORK:

#	Description	Quantity	Units
1	Provide janitorial services at Rosslyn Ridge Club House, pool deck, guard house, children's playground, tennis court, basketball court, bus stop area, Facility Maintenance offices and toilets, and Security Guard offices and toilets as per the attached scope of work. STARTING: MARCH 1st to SEPTEMBER 30 TH 2021	6	Month
2	Provide janitorial services at Shanzu compound club house, pool deck, toilets, changing rooms, Security Guard offices and children's playground as per the attached scope of work. STARTING: MARCH 1st to SEPTEMBER 30 TH 2021	6	Month
3	Provide janitorial services at Fair Fields compound, pool deck, bath and changing room Security Guard offices, 3 guard booths, toilets changing room as per the attached scope of work. STARTING: MARCH 1st to SEPTEMBER 30 TH 2021	6	Month
4	Provide janitorial services at R-2002 External walkway and driveway area guard house pool deck, tennis court and 4 external toilets facilities as per attached scope of work. STARTING: MARCH 1st to SEPTEMBER 30 TH 2021	6	Month
5	Supply and apply the detergents, disinfectants, toiletries as per the attached SOW at Rosslyn Ridge compound. STARTING: MARCH 1st to SEPTEMBER 30 TH 2021	6	Month
6	Supply and apply the detergents, disinfectants, toiletries as per the attached SOW at Shanzu compound. STARTING: MARCH 1st to SEPTEMBER 30 TH 2021	6	Month
7	Supply and apply the detergents, disinfectants, toiletries as per the attached SOW at R-2002 External walkway between pool and tennis court and drive way area guard house and 4 external toilets, and pool cabana facilities and tennis court. STARTING: MARCH 1st to SEPTEMBER 30 TH 2021		
8	Supply and apply the detergents, disinfectants, toiletries as per the attached SOW at Fair Fields common areas STARTING: MARCH 1st to SEPTEMBER 30 TH 2021	6	Month

SERVICE SCHEDULE

LOCATION: ROSSLYN RIDGE

Area	#	Service descriptions	Frequency
Club house and Guard house wash rooms	1	Clean, sweep and dust the floors	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Morning
	2	Clean all walls, doors and windows	Monday, Wednesday, Friday and Saturday
	3	Clean /dust all furniture and fixtures	Monday, Wednesday, Friday and Saturday
	4	Clean and disinfect all toilets, showers and changing rooms (preferred brand is Harpic or a higher quality)	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Morning
	5	Clean, wash patio furniture, cushions, upholsters and umbrellas	Once a month
	6	Replenish toiletries in all locations as specified in the supply schedule	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Morning
	7	Report any broken or clogged toilets/showers to Facility Management through the COR.	Upon occurrence
	8	Report any cases of broken/damaged property and burnt lights to Facility Management through the COR.	Upon occurrence
Children play ground, tennis court and basketball court, School bus waiting area,	1	Clean with water and detergent, dust all furniture and fixtures in the listed areas.	Twice a month
	2	Clean with water and detergent, the floor of tennis court, basketball court and bus waiting area	Twice a month
Swimming pool area	1	Clean the pool deck with water and detergent (Use machine scrubber monthly)	Twice a month
	2	Thorough Cleaning, dusting of all outside furniture and fixtures in the facility	Once a week
	3	Clean the cushions	Twice a month
AEA storage and Shop spaces, bar and kitchen counters	1	In coordination with AEA staff /contractor, clean and disinfect the floor, kitchen tops, bar counters, shelves and associated fixtures.	Once a week
General area	1	Empty and re-bag dog litter bins	Once a week
	2	Clean and disinfect the lawn seats and canopies in various locations around the compound	Once a month
Supplies	1	Supply and place jumbo size toilet rolls at every	144 rolls per month
	2	Supply and place Toilet seat cover at every toilet (a packet has 250 sheets)	12 packets per month
	3	Supply urinal matts	12 per month
	4	Supply and place automated air fresheners at every washroom (2 air fresheners X washrooms)	14 per month
	5	Supply and place hand paper towels at every toilet.	180 packets per month.

	6	Supply and replace trash bags, empty content into the designated locations each work day.	30 per month
	7	Supply hand washing soap	60 Lts Per month
	8	Supply Disposable glovers	6 Pkts
	9	Supply Jik disinfectant	30Lts
	10	Supply Harpic	10 Lts
	11	Supply Floor strip/Polish	5Lts
	1213	Supply Multipurpose soap	20 Lts
		Scorching powder (vim)	10 Kgs

LOCATION: SHANZU CLUB HOUSE

Area	#	Service descriptions	Frequency
Club house and Guard house wash rooms	1	Clean, sweep and dust the floors	Mondays, Wednesdays and Fridays
	2	Clean all walls, doors and windows	Mondays, Wednesdays and Fridays
	3	Clean /dust all furniture and fixtures	Mondays, Wednesdays and Fridays
	4	Clean and disinfect all toilets, showers and changing rooms (preferred brand is Harpic or a higher quality)	Mondays, Wednesdays and Fridays
	5	Clean, wash patio furniture, cushions, upholstery and umbrellas	Once a week
		Replenish toiletries in all locations as specified in the supply schedule	Every workday
	6	Report any broken or clogged toilets/showers to Facility Management through COR.	Upon occurrence
	7	Report any cases of broken/damaged property and burnt lights to Facility Management through COR.	Upon occurrence
Children play ground and School bus waiting area.	1	Clean with water and detergent, dust all furniture and fixtures in the listed areas	Twice a month
	2	Clean with water and detergent the floor of children's playground and bus waiting area	Once a week
Swimming pool area	1	Clean the pool deck with water and detergent	Once a week
	2	Thorough Cleaning, dusting of all outside furniture and fixtures in the facility	Once a week
	3	Clean the cushions	Twice a month
Club house bar and kitchen counters	1	In coordination with AEA staff /contractor, clean and disinfect the floor, kitchen tops, bar counters, shelves and associated fixtures.	Once a week
General area		Empty and re-bag dog litter bins	Weekly

Supplies	1	Supply and place jumbo size toilet rolls at every toilet	48 rolls
	2	Supply and place Toilet seat covers.	6 kts
	3	Supply automated air freshners in every washroom	6 Pcs
	4	Supply scorching powder vim	5 Kgs
	5	Supply and place hand paper towels at every toilet.	48 Pcs
	6	Supply disposable gloves	1 Pkt
	7	Supply hand washing soap	10Lts
	8	Supply trash bags	10Pcs
	9	Supply Jik disinfectant	10Lts
	10	Supply floor strip/polish	5Lts
	11	Supply Harpic	5Lts
	12	Supply Multipurpose soap	10Lts

LOCATION: FAIR FIELDS

Area	#	Service descriptions	Frequency
Swimming pool area, and Guard Shack and toilets.	1	Clean, sweep and dust the floors	3 times a week
	2	Clean all walls , doors and windows	3 times a week
	3	Clean /dust all furniture and fixtures	3 times a week
	4	Clean and disinfect all toilets , showers and changing rooms(preferred brand is Harpic or a higher quality)	3 times a week
	5	Clean, wash patio furniture, cushions, upholstery and umbrellas	Once a week
	7	Replenish toiletries in all locations as specified in the supply schedule	Upon occurrence
	8	Report any broken or clogged toilets/showers to Facility Management through COR.	Upon occurrence
Supplies	1	Supply and place jumbo size toilet rolls at every toilet.	36 Rolls
	2	Supply toilet seat covers	6 Pkts
	3	Supply automated air freshners in every washroom	4 Pcs
	4	Supply Hand paper towels	24 Pcs
	5	Supply disposable gloves	1 Pkt
	6		
	7	Supply trash bags	10 Pcs
	8		
	9	Supply Jik disinfectant	3 Lts
	10		
	11	Supply floor strip/polish	5 Lts
	12		
		Supply hand wash liquid soap	10 Lts

		Supply Harpic toilet cleaner	5 Lts
		Supply Multipurpose soap	10 Lts
		Supply scorching powder (vim)	5 Kgs

LOCATION: (R 02) COMMON AREA

Area	#	Service descriptions	Frequency
External walk way pool & tennis court areas, guard house swimming pool area, tennis court and 4 external toilets attached scope of work.	1	Clean, sweep and dust the floors	3times a week
	2	Clean all walls , doors and windows	Once a week
	3	Clean /dust all furniture and fixtures	Once a week
	4	Clean and disinfect all toilets, showers and changing rooms (preferred brand is Harpic or a higher quality)	3 times a week
	5	Clean, wash patio furniture, cushions, upholsters and umbrellas	Once a week
	6	Replenish toiletries in all locations as specified in the supply schedule	Upon occurrence
	7	Report any broken or clogged toilets/showers to Facility Management through the COR.	Upon occurrence
“	1	Clean and disinfect the floor and bar	Once a week
Supplies	1	Supply and place jumbo size toilet rolls.	12 Rolls
	2	Supply and place Toilet seat covers.	3 Pkts
	3	Supply automated air freshener in every washroom	6 Pcs
	4	Supply hand paper towels.	12 Pcs
	5	Supply disposable gloves	1 Pks
	6	Supply and replace trash bags.	10 Pcs
	7	Supply disinfectant (Jik)	3 Lts
	8	Supply floor strip/polish	
	9	Supply hand wash liquid soap	5 Lts
	10	Supply harpic toilet cleaner	
	11	Supply multipurpose cleaning soap	10 Lts
	12	Supply scorching powder (vim)	5 Kgs

Equipment list:

1. Scrubbers,
2. Brushes, brooms, mops, squeezers
3. Dusting rags, scrubbing clothes, towels, dusters, sponges

General requirements

1. All work is to comply with all applicable safety standards as described during pre-commencement training by safety team.
2. The contractor shall rectify any damage to affected areas if caused by the activities related to non-compliance of sound procedures.
3. The contractor shall supply all materials and labor in order to complete the work. The materials must be made available in a timely manner and therefore the responsibility to procure the specified items is with the vendor. Supply and storage scheduled of toiletries / detergents shall be done in coordination with COR and surplus must be handed in at the end on the contract period. Receiving shall be done by COR and documentation of receipt done on a monthly basis.
4. All waste material to be taken from site and disposed of by the contractor.
5. All Documentation regarding: daily, weekly, monthly, quarterly and annual schedule must be submitted to the COR as required.